

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 67-92.C

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Subject:

DATE: 07/27/95

Sunset Review: 07/27/98

SMOKING POLICY

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1. PURPOSE. This directive establishes the Federal Law Enforcement Training Center (FLETC) as a smoke-free worksite, promulgates policies prohibiting smoking in contractor-owned/leased trailers and FLETC-owned/leased buildings or vehicles and provides guidance in administering these policies.

2. SCOPE. The provisions of this directive apply to all persons (FLETC and participating organization personnel, students, contractors, guests, and visitors) entering any type of contractor-owned/leased trailer or FLETC-owned/leased property, building, or vehicle.

3. CANCELLATION. FLETC Directive 67-92.C, Designated Smoking Areas, dated July 21, 1995, is superseded by this directive.

4. REFERENCES.

- a. 41 CFR Part 101, Section 20.109-10, FPMR, Amendment D.
- b. 40 U.S.C. 490 (d)(4) and (5), Operation of Buildings and Related Activities by the Administrator.

5. BACKGROUND. The National Institute of Health, The Center for Disease Control, and the Occupational Safety and Health Administration (OSHA) are increasingly concerned over the adverse effects smoking has on air quality, and on the health, and productivity of workers. Growing evidence establishes that the breathing of ambient smoke by nonsmokers increases their health risks. In 1987, to acknowledge the rights of both the smoker and the nonsmoker, the FLETC designated "smoking areas" within offices, classrooms, dining areas, lodgings, and other buildings. This measure has not been effective due to the commonality of the heating, ventilation, and air conditioning (HVAC) systems. While installing separate HVAC systems for smoking and nonsmoking areas would probably be effective in limiting the detrimental effects of "secondhand smoke," this effort would be very expensive and is cost prohibitive. Therefore, these guidelines have been established to promote the health and well being of all persons on all FLETC facilities.

6. DEFINITION. Smoking, for the purpose of this directive, includes any use or carrying of lighted tobacco products.

7. POLICIES.

a. The FLETC will be a smoke-free worksite.

b. Smoking is prohibited inside all contractor-owned/leased trailers and FLETC-owned/leased buildings, facilities, and vehicles.

c. The FLETC will provide assistance in cessation of smoking through the scheduling of smoking cessation clinics as the need is demonstrated.

8. RESPONSIBILITIES.

a. Supervisors and managers are responsible for allowing reasonable accommodation for employees students, or guests to smoke outside.

b. All employees are responsible for ensuring there is no smoking in their assigned spaces or Government vehicles.

c. The Chief. Facilities Management Division, is responsible for:

(1) Ensuring that "No Smoking" signs are posted as necessary.

(2) Notifying all customers checking vehicles out of the motor pool of the "no smoking in Government vehicles" policy.

(3) Ensuring that adequate tobacco receptacles are placed outside building entrances.

d. The Chief. Physical Techniques Division, will determine the need and, as a need is demonstrated, schedule smoking cessation clinics for FLETC employees and, on a reimbursable basis, for participating agency personnel.

9. OFFICE OF PRIMARY INTEREST. Management Analysis Division, Office of Administration.

Charles F. Rinkevich  
Director